

CLASS SPECIFICATION County of Fairfax, Virginia

CLASS CODE: 3761 **TITLE:** PARK/RECREATION SPECIALIST III **GRADE:** S-23

DEFINITION:

Under general supervision, directs the operations and staff of a medium-sized recreation center, recreational park, golf course, or medium number of diverse parks within a given geographic area, or specialized County-wide park operations; **OR** plans, coordinates, supervises, and evaluates county-wide programs at multiple locations for a specific topic area or population; **OR** manages and plans, coordinates, supervises, and evaluates all community service and leisure activities for targeted communities surrounding a community center; **OR** develops, directs, organizes, and evaluates community service and leisure activities for assigned special needs clients with various disabilities and of differing ages, and manages and schedules facility programs or therapeutic recreational employees; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Park/Recreation Specialist III class is distinguished from the Park/Recreation Specialist IV class in that the Park/Recreation Specialist III manages a **medium-sized** recreation center, park, golf course, or a **limited number** of diverse parks in a geographical area or specialized County-wide park operations plans, or manages county-wide programs at multiple locations for a specific topic area or population whereas the Park/Recreation Specialist IV position directs all operations, services, staff, and maintenance of a **large** recreation center, golf course; or **extensive number** of diverse parks within a given geographic area, or manages a comprehensive county-wide program or set of programs administered at various sites across the county whereas

The Park/Recreation Specialist III class is distinguished from the Park/Recreation Specialist II in that a Park/Recreation III position manages a **medium-sized** recreation center, park, golf course, or **limited number** of diverse parks in a geographical area or specialized County-wide park operations plans, or manages county-wide programs at multiple locations for a specific topic area or population whereas a Park/Recreation Specialist II position does not perform the above tasks but instead plans and administers programs within a community service area, or manages the operation and programming of a major recreation center component, or therapeutic activities for assigned clients with a narrower range of disabilities and ages.

ILLUSTRATIVE DUTIES:

General duties

Conducts programs and service delivery evaluations using a variety of tools;
Identifies deficiencies, recommends revisions, and implements recommendations using innovative strategies;
Develops and maintains community and corporate partnerships and sponsorships or grants to provide services, funding, equipment and/or facilities;
Develops and implements community outreach plans that target underserved populations to increase overall program participation;
Recruits, trains, and schedules staff and volunteers;
Plans, directs, and evaluates the work of subordinate staff;

Participates in the development of long- and short-term goals, operating objectives, and strategies and implementation plans to improve service delivery and maximize the efficient use of parklands and recreation facilities;

Completes and evaluates various financial, administrative, and statistical reports from daily operations;

Develops and submits annual operating budgets and monitors revenue/expenditure levels against approved budget and targeted revenue plans;

Ensures compliance with financial guidelines and reconciles revenue and expense reports;

Ensures accountability for fixed assets;

Ensures that all facilities meet quality standards for housekeeping, cleanliness, and maintenance;

Ensures that facilities and grounds are free of safety hazards, that appropriate safety measures are implemented, and that all federal, state, and county safety standards are applied and satisfied;

Develops and implements security guidelines to protect park facilities and the public against fire, vandalism, and other threats;

Authorizes the procurement of supplies, equipment, or services;

Interacts with citizens and community organizations regarding park use, maintenance, and operations, and ensures resolution of customer complaints and concerns;

Acquires and posts all current certificates, licenses, permits, and operating requirements;

Reviews and makes recommendations on plans for new park or facility constructions;

Ensures compliance with established operating procedures;

Establishes and maintains effective working relationships with the public and County staff;

Prepares and reviews contracts for facility use and contractual services.

Operations

Ensures accountability for resale inventories;

Conducts and/or reviews initial client intake, assessment and general functioning screening of children, teens, and adults with disabilities to determine appropriate treatment protocol for each assigned client;

Ensures best practices and protocols are followed by staff through training and assessment of work.

Programming

Schedules, plans, organizes, supervises, and evaluates a diverse selection of activities within the components of leisure that include after-school programs, community integration services, service-learning programs, character education activities, family activities, community outings, socials, hobby enrichment classes, leisure counseling and coaching, and therapeutic activity interventions;

Meets regularly with citizen advisory groups to discuss community needs, evaluates feasibility of suggestions, and incorporates viable proposals into programming;

Provides coordination and support of special activities and events.

Management

Completes and maintains participant-related documents (assessment, service plan, progress notations) and adheres to agency's policies regarding information contained within the documents;

Participates in interdisciplinary human service planning teams;

Works with other human service agencies to provide appropriate intervention strategies;

Coordinates with health, social services, legal, financial, and housing professionals to arrange and conduct special programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of parks and recreation center operations, maintenance, and management;

Knowledge of group work methods and activity facilitation;

Knowledge of financial management controls relating to budgeting and accounting of expenditures;

Ability to manage a large complex operation with extensive capital equipment, property value, and inventory;

Ability to motivate and supervise staff;

Ability to schedule, coordinate, and prioritize the work of a diverse group of employees;

Ability to evaluate employees' performance against comprehensive performance standards;

Ability to prepare clear, concise financial and administrative reports;

Ability to analyze programs and procedures and to evaluate their performance against established objectives;

Ability to prepare and adhere to budgets;

Ability to use a personal computer, applicable software, and peripheral equipment;

Ability to develop and implement effective management practices;

Ability to develop and implement staff training programs;

Ability to plan, develop, and administer recreation programs and community service activities to meet the special needs of at-risk populations and communities;

Ability to maintain effective relationships with staff, citizen groups, and the public;

Ability to work independently using sound judgment in the execution of the position's duties.

If assigned to teen/senior positions:

Knowledge of the various theories of human development;

Knowledge of youth-related risk factors and early identification criteria.

If assigned to therapeutic recreation positions:

Knowledge of the various theories of human development;

Knowledge of the principles and practices of therapeutic recreation and disability issues;

Knowledge of the specific limitations associated with various disabilities;

Knowledge of OSHA/Universal precaution standards;

Working knowledge of general medical and psychiatric terminology.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in recreation and park, therapeutic recreation, horticulture, agriculture, cultural and historic resources or other closely related field as appropriate to the duties of the position; PLUS

Three years of experience in park or recreation-related work, as applicable to the position, including one year of supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Motor vehicle operator's license;

First Aid and CPR certification, within 90 days of appointment.

If assigned to recreation center positions:

Fairfax County Pool Operators License, within 90 days of appointment.

If assigned to community center positions:

Possession of a Commercial Driver's License;

First Aid certification, within 90 days of appointment;

CPR certification, within 90 days of appointment;

Food Handler (VA) certification, within 90 days of appointment.

If assigned to therapeutic recreation positions:

First Aid certification, within 90 days of appointment;

CPR certification, within 90 days of appointment;

Must be able to successfully pass state criminal history check, pre-employment drug and alcohol test, and provide proof of negative TB test within past year before appointment;

Certification with the National Council for Therapeutic Recreation (NCTRC) as a Certified Therapeutic Recreation Specialist (CTRS), within one year of appointment.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: November 2, 2004

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